

**M e m o r a n d u m**

Date: June 8, 2009

To: Northern Division  
Captain Parrish

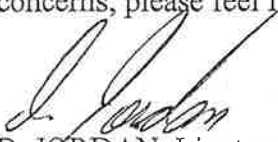
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Dunsmuir Grade Inspection Facility

File No.: 147.10516

Subject: CHAPTER 17 INSPECTION ACTION ITEMS

This memorandum has been prepared for the purpose of informing you that the Dunsmuir Grade Inspection Facility has complied with the two action items identified in the latest Chapter 17 inspection, conducted on May 21, 2009. The two identified deficiencies consisted of ensuring that all CHP 311 inspections are completed and entered into ETRS. The second item identified was to ensure that all quarterly training and monthly range shoots are conducted and entered into ETRS. Both of these action items have been completed.

As always, it has been my pleasure to assist you in completing these action items, ensuring that we are in compliance with departmental policies and procedures. If you have any questions or concerns, please feel free to contact me at (530) 926-2425.

  
D. JORDAN, Lieutenant  
Commander

**M e m o r a n d u m**

Date: June 02, 2009

To: Dunsmuir Grade Inspection Facility

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.13322.17197.147

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION*

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on May 21, 2009. The inspection revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The action items should be corrected no later than July 02, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



FRANK H. PARRISH, JR., Captain  
Special Services Commander

Attachments

*Safety, Service, and Security*

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area Dgif	Division Northern	Number 147
Evaluated By Ofc. Ham		Date 5/21/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Informal		Suspense Date 07/02/09	
Follow-up Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Correction Report by _____	Commander's Review _____ Date _____	

<b>1. COMMAND INVOLVEMENT</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
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a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics? ☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety? ☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment? ☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills? ☒ Yes ☐ No

(a) Do they attend officer safety training sessions? ☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons? ☒ Yes ☐ No

<b>2. TRAINING AND CERTIFICATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
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a. Do training records indicate formal training has been received and certified? ☐ Yes ☒ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques? ☒ Yes ☐ No

(b) Handcuffing? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION  
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OFFICER SAFETY

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

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### OFFICER SAFETY

(1) Are any written agreements on file?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division involved in the planning process?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. FORCIBLE STOPS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>	
a. Are Area personnel knowledgeable regarding the policy on forcible stops?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. ROADBLOCKS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>	
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on establishing roadblocks?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>10. RADIO FAMILIARIZATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>	
a. Are officers familiar with all aspects of the radio control head?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. COMMENTS</b> Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.				
Section 4 i (1) does not apply. Dunsmuir Grade Inspection Facility does not have a resident post.				

**DUNSMUIR GRADE INSPECTION FACILITY**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**MAY 21, 2009**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Cordova, it was determined that Dunsmuir Grade Inspection Facility has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer Cordova is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. ETRS revealed that there were thirteen deficient CHP 311 inspections. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required.

**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8., *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Dunsmuir Grade Inspection Facility's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8., *Firearms Manual*.

CH 11

**DUNSMUIR GRADE INSPECTION FACILITY  
CHAPTER 17, OFFICER SAFETY INSPECTION  
MAY 21, 2009  
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**5. PHYSICAL METHODS OF ARREST**

Officers Horstman, #13820, and Officer Cordova, #17716, were critiqued regarding PMA and side-handle baton techniques. Each officer performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

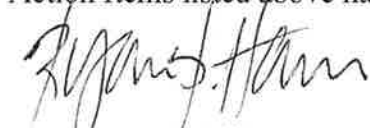
Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**ACTION ITEMS**

By addressing the following action items, Dunsmuir Grade Inspection Facility will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all CHP 311 inspections are completed and entered into ETRS.
2. Ensure that all quarterly training and monthly range shoots are conducted and entered into ETRS.

The **ACTION ITEMS** should be completed by July 02, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the Action Items listed above have been corrected.



RYAN HAM, Officer  
Northern Division Training Officer



## Memorandum

Date: December 30, 2008

To: Northern Division  
Special Services Commander

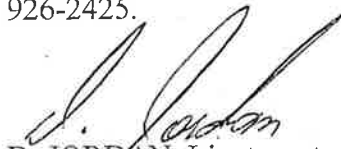
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Dunsmuir Grade Inspection Facility

File No.: 147.10516

Subject: CHAPTER 17 INSPECTION

The purpose of this memorandum is to inform you that the action items as they relate to the 2008 Chapter 17 inspection and listed in your memorandum routed to this command, dated December 9, 2008, have been corrected. Specifically, we were directed to ensure that all CHP 311 inspections were completed, ensure all weapons were inspected and to ensure that all quarterly training and monthly range shoots were conducted and entered into ETRS.

It is my pleasure to inform you that all three deficiencies have been corrected prior to the January 9, 2009, deadline. If you have any questions or concerns, please feel free to contact me at (530) 926-2425.



D. JORDAN, Lieutenant  
Commander

**M e m o r a n d u m**

Date: December 09, 2008

To: Dunsmuir Grade Inspection Facility

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.13322.17093.147

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION*

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Shawn Villano, Northern Division Training Officer, on December 08, 2008.

The inspection revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The action items should be corrected no later than January 09, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

  
FRANK H. PARRISH, JR., Captain  
Special Services Commander

Attachments

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area Dgif	Division Northern	Number 147
Evaluated By Ofc. Villano		Date 12/8/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Informal		Suspense Date 01/09/09	
Follow-up Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Correction Report by _____	Commander's Review _____ Date _____	

**1. COMMAND INVOLVEMENT**

Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
--	---	---------------------------------------

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? ☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force? ☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics? ☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety? ☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment? ☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? ☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills? ☒ Yes ☐ No

(a) Do they attend officer safety training sessions? ☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons? ☐ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
--	--	---------------------------------------

a. Do training records indicate formal training has been received and certified? ☐ Yes ☒ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques? ☒ Yes ☐ No

(b) Handcuffing? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is		
a dequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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OFFICER SAFETY

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

[illegible]

**DUNSMUIR GRADE I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 08, 2008**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Sergeant Marmont, it was determined that Dunsmuir Grade Inspection Facility has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Sergeant Marmont is the Area's Training Sergeant and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. ETRS revealed that there were five deficient CHP 311 inspections. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required.

**3. SAFETY EQUIPMENT**

The two officers who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

**DUNSMUIR GRADE I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 08, 2008**  
**PAGE TWO**

**4. FIREARMS**

Area weapons are not being inspected as required by HPM 70.8., *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that there were eight weapons in need of inspections. An inventory of ammunition was conducted and revealed the Dunsmuir Grade Inspection Facility's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8., *Firearms Manual*.

**5. PHYSICAL METHODS OF ARREST**

Officers Wallace, #15407, and Fromberg #11449, were critiqued regarding PMA and side-handle baton techniques. Each officer performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**DUNSMUIR GRADE I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 08, 2008**  
**PAGE THREE**

**ACTION ITEMS**

By addressing the following action items, Dunsmuir Grade Inspection Facility will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all CHP 311 inspections are completed and entered into ETRS.
2. Ensure all weapons are inspected and entered into ETRS in a timely fashion.
3. Ensure that all quarterly training and monthly range shoots are conducted and entered into ETRS.

The **ACTION ITEMS** should be completed by January 09, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the Action Items listed above have been corrected.

  
SHAWN VILLANO, Officer  
Northern Division Training Officer

**M e m o r a n d u m**

Date: February 19, 2008

To: Northern Division  
Captain HaglerFrom: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Dunsmuir Grade Inspection Facility

File No.: 9147.10516

Subject: CHAPTER 17 INSPECTION


This memorandum has been prepared for the purpose of informing Northern Division and its Special Services Commander, Captain Brian Hagler, of our efforts toward correcting deficiencies detected during our latest Chapter 17 inspection, conducted on December 18, 2007. I am happy to report that all deficiencies identified during our last Chapter 17 inspection have been corrected.

In a memorandum addressed to the Dunsmuir Grade Inspection Facility from Special Services Commander, Captain Hagler, dated January 14, 2008, Captain Hagler provided this command with a due date of February 14, 2008, to complete these action items. I spoke to Captain Hagler on February 1, 2008, for the purpose of requesting an extension to complete these action items to February 22, 2008. The reason for this request was based upon the discovery that two recently in-bound transferees were in need of their annual CHP 311 and weapon inspections. Both of these officers were unavailable due to an Adverse Action and Level 1 commercial training. My request for this extension was approved by Captain Hagler.

**Action Items Completed:**

1. Ensure all CHP 311 inspections are completed and entered into OTS.
2. Ensure officers with expired body armor receive replacement body armor as soon as possible.
3. Ensure that the new body armor received by uniformed personnel is entered into OTS.
4. Ensure all weapons are inspected and entered into OTS in a timely fashion.

If you have any questions or concerns, please feel free to contact me at (530) 926-2425.

  
D. JORDAN, Lieutenant  
Commander*Safety, Service, and Security*

**M e m o r a n d u m**

Date: June 02, 2009


To: Mount Shasta Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.10044.17197.146

Subject: **HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT**  
**GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION**

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on May 21, 2009. The inspection identified no deficiencies requiring correction. It should be noted that the Mount Shasta Area was extremely well organized and prepared for this inspection. Sergeant Annie Garcia should be commended for her commitment to the departmental training program, and her efforts are recognized and appreciated. I commend the Mount Shasta Area for a job well done! Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

  
D. K. HAHN  
Assistant Chief

Attachments

CHP - 146  
MT. SHASTA, CA 96057  
2009 JUN 15 AM 9:44***Safety, Service, and Security***

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area  
Mount Shasta

Division  
Northern

Number  
146

Evaluated By Ofc. Ham

Date 5/21/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 07/02/09

Follow-up Required

☐ Yes

☒ No

☐ Correction Report

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☒ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No



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(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? Training at the Mount Shasta Area adheres to CHP policy. It is being conducted monthly and quarterly.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. FORCIBLE STOPS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. ROADBLOCKS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>10. RADIO FAMILIARIZATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. COMMENTS</b> Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.		
<p>Section 4 i (1) does not apply. The Mount Shasta Area does not have a resident post.</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>		

**MOUNT SHASTA AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
MAY 21, 2009  
PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Sergeant Garcia, it was determined that Mount Shasta Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains no recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Sergeant Garcia is the Area's Training Sergeant and is responsible for overseeing the Area's training program. She is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. It was determined that all quarterly training had been entered into ETRS as required. The Area's training records were found to be very well organized and the inspection revealed no discrepancies. Sergeant Garcia should be commended for her efforts in monitoring the program and maintaining the records in a well organized manner.

**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.



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**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Mount Shasta Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

**5. PHYSICAL METHODS OF ARREST**

Officer Taylor, #16333, and Officer Hoskins, #15592, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**ACTION ITEMS**

There are no required action items for this Chapter 17 Inspection. It was apparent that Sergeant Garcia takes pride in maintaining all Area records in a well organized manner and ensures that all training is provided and documented in a timely fashion.



RYAN HAM, Officer  
Northern Division Training Officer

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: June 16, 2008

To: Crescent City Area ✓

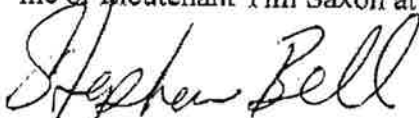
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.11292.17093.120

Subject: CHAPTER 17, OFFICER SAFETY INSPECTION - ACTION REQUIRED

Attached, please find a copy of the Chapter 17 report prepared by Northern Division Training Officer Shawn Villano, #17093. The inspection, conducted on June 11, 2008, revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The **Action Items** should be corrected no later than July 20, 2008.

Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the **Action Items** were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



S. B. BELL  
Acting Commander

Attachment

*Safety, Service, and Security*

✓

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
**OFFICER SAFETY**

Area  
Crescent City

Division  
Northern

Number  
120

Evaluated By: Officer Shawn Villano

Date 06-11-08

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 07-20-2008

Follow-up Required

☒ Yes

☐ No

☒ Correction Report

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☐ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☒

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☐ Yes ☒ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION**  
**Chapter 17**  
**OFFICER SAFETY**

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) What is the quality and quantity of the training being given? A lot of departmental training which is creating staffing shortages.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the majority of uniformed personnel routinely wear body armor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) If so, did the involved officer receive a complete physical examination? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AREA MANAGEMENT EVALUATION**  
**Chapter 17**  
**OFFICER SAFETY**

4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION**  
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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?

☒ Yes ☐ No

(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?

☒ Yes ☐ No

(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?

☒ Yes ☐ No

i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers? RP officers attend Area range training. N/A

☐ Yes ☐ No

(1) If RP handles ammunition, are proper accountability procedures in place? N/A

☐ Yes ☐ No

j. Are required inspections conducted in conjunction with the annual 118?

☒ Yes ☐ No

(1) Is a second inspection of the primary firearm conducted every six months?

☒ Yes ☐ No

## 5. PHYSICAL METHODS OF ARREST

Evaluated

☒

Action Required

☐

Corrected

☐

a. Do officers practice weaponless defense?

☒ Yes ☐ No

(1) Are officers familiar with the opponent's five weakest points?

☒ Yes ☐ No

(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?

☒ Yes ☐ No

b. Were demonstrations of the following control techniques by officers observed:

(1) Control holds?

☒ Yes ☐ No

(2) Punches?

☒ Yes ☐ No

(3) Strikes?

☒ Yes ☐ No

(4) Blocks?

☒ Yes ☐ No

(5) Defensive kicks?

☒ Yes ☐ No

(6) Defenses against grabs?

☒ Yes ☐ No

(7) Defenses against weapons?

☒ Yes ☐ No

(8) Ground defense and takedowns?

☒ Yes ☐ No

(9) Placing and removing suspects into and from vehicles?

☒ Yes ☐ No

(10) Carotid hold? **Note: The use of the Carotid hold is currently suspended.**

☐ Yes ☐ No

(a) Are officers following guidelines for the carotid hold as listed in policy? N/A

☐ Yes ☐ No

(b) Has use of excessive force awareness training been conducted?

☒ Yes ☐ No

c. Were observations of practical handcuffing techniques made?

☒ Yes ☐ No

(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?

☒ Yes ☐ No

(2) Are all uniformed personnel knowledgeable of policy on handcuffing?

☒ Yes ☐ No



**AREA MANAGEMENT EVALUATION****Chapter 17****OFFICER SAFETY**

d. Are all persons subjected to physical arrest searched for offensive weapons? ☒ Yes ☐ No

(1) Has the local jail's experience with CHP arrests been reviewed? ☐ Yes ☒ No

(2) Has a demonstration of preliminary frisks and searches been observed? ☒ Yes ☐ No

(3) Do all officers know policy for searches of the opposite sex? ☒ Yes ☐ No

**6. ENFORCEMENT TACTICS**

Evaluated



Action Required



Corrected



a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop? ☒ Yes ☐ No

b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals? ☒ Yes ☐ No

(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented? Not evaluated. ☐ Yes ☐ No

(a) Is the violator stop effectively made? Not evaluated. ☐ Yes ☐ No

(b) Is the violator completely controlled? Not evaluated. ☐ Yes ☐ No

(c) Is the prisoner properly prepared for transportation? Not evaluated. ☐ Yes ☐ No

c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations? ☒ Yes ☐ No

(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction? ☒ Yes ☐ No

(2) Are officers aware of the need to maintain fire discipline at all times? ☒ Yes ☐ No

(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid? ☒ Yes ☐ No

(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents? ☒ Yes ☐ No

**7. PURSUITS**

Evaluated



Action Required



Corrected



a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits? ☒ Yes ☐ No

(1) Number of units? ☒ Yes ☐ No

(2) When to discontinue? ☒ Yes ☐ No

(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy? ☒ Yes ☐ No

(a) Where noncompliance is indicated, were corrective actions taken? ☒ Yes ☐ No

b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION**  
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(1) Are any written agreements on file?

☐ Yes ☒ No

(2) Is Division involved in the planning process?

☒ Yes ☐ No

(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?

☒ Yes ☐ No

**8. FORCIBLE STOPS**

Evaluated  
☒

Action Required  
☐

Corrected  
☐

a. Are Area personnel knowledgeable regarding the policy on forcible stops?

☒ Yes ☐ No

(1) Does the Area follow departmental policy?

☒ Yes ☐ No

(2) Have forcible stop reports been reviewed for compliance with policy?

☒ Yes ☐ No

(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?

☒ Yes ☐ No

**9. ROADBLOCKS**

Evaluated  
☒

Action Required  
☐

Corrected  
☐

a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?

☒ Yes ☐ No

(1) Are strategic points and personnel assignments outlined?

☒ Yes ☐ No

(2) Have the officers received instructions on establishing roadblocks?

☒ Yes ☐ No

(3) Have interagency training sessions been conducted?

☒ Yes ☐ No

**10. RADIO FAMILIARIZATION**

Evaluated  
☒

Action Required  
☐

Corrected  
☐

a. Are officers familiar with all aspects of the radio control head?

☒ Yes ☐ No

b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?

☒ Yes ☐ No

c. Can officers efficiently operate all emergency equipment from the radio head?

☒ Yes ☐ No

**11. COMMENTS** Section 6. b.1 (a), (b) and (c): These areas were not actually observed during this inspection. All officers are observed performing these tasks during sergeant ride-a-longs.

**CRESCENT CITY AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
JUNE 11, 2008  
PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through discussions with the Crescent City Area Training Sergeant, William Fletcher, it was determined that Crescent City Area has a genuine interest in the Officer Safety and Weapons Training programs. This inspection contains a few recommendations on how to improve the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Sergeant William Fletcher is the Area's Training Sergeant and is responsible for coordinating the Area's training and issuance of respective certifications. He and Officer Brandy Aguniga are responsible for entering all of the training into the Office Training System (OTS). Area CHP 270 training records were reviewed in OTS. It was determined that training was up to date, but had not been completely entered into OTS.

**3. SAFETY EQUIPMENT**

Officers Rick Borges and Pete Gonzales were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of HPM 70.6 (Officer Safety Manual).

Two patrol vehicles, #0445, and #0358 were inspected for current saline solution, cleanliness of the rifle and shotgun, and up-to-date CHP 33 booklet information. Both vehicles were determined to be clean, well kept and contained the proper information in the CHP 33 booklet. Both patrol vehicles contained current saline solution.

A "Vest Expiration Report" was printed from OTS. OTS shows that nine uniformed personnel have expired body armor.

**CRESCENT CITY AREA**  
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**4. FIREARMS**

CHP 270s were examined to determine if the weapons shoots are being conducted as required by HPM 70.8. Not all employees are completing weapon training as required. Pistol, rifle, and shotgun inspections are not being conducted as required per HPM 70.8. An inventory of ammunition was conducted and it revealed that Crescent City Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

**5. PHYSICAL METHODS OF ARREST**

Officers Rick Borges and Pete Gonzales were critiqued during their performance of PMA and were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They both had a good knowledge of HPM 70.6 (Officer Safety Manual). They performed satisfactory on all departmental PMA techniques.

**6. SUMMARY**

Area Management and supervision demonstrated a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and are involved in all aspects of training. Area personnel projected a positive attitude toward the Area's OST program, as well as the Department's policies and procedures contained in HPM 70.6.

**CRESCENT CITY AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
JUNE 11, 2008  
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**ACTION ITEMS**

By addressing the following action items, Crescent City Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure officers with expired body armor receive replacement body armor as soon as possible.
2. Ensure all weapons are inspected and entered into OTS in a timely fashion.
3. Ensure that all uniformed employees complete departmental weapons training as required by HPM 70.8.
4. Ensure that training is entered into OTS as training is conducted. ✓ 7-8-08 per Blandy

The **ACTION ITEMS** should be completed by July 20, 2008. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the Action Items listed above have been corrected.

  
SHAWN VILLANO, Officer  
Northern Division Training Officer

## Memorandum

Date: July 18, 2008

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Crescent City Area

File No.: 120.9211

Subject: CRESCENT CITY AREA CHAPTER 17, OFFICER SAFETY INSPECTION ACTION ITEMS

The purpose of this memorandum is to respond to and document the action items noted in the Chapter 17 inspection conducted by Officer S. Villano, #17093, on June 11, 2008 (Attached). The following action items have been corrected or the necessary actions taken to correct the deficiencies noted.

### Action Items:

1. Ensure officers with expired body armor receive replacement body armor as soon as possible.

This action item was addressed on July 10, 2008, by Sergeant S. Hablitzel, #9211, with the representative for the supplier of body armor. The representative has arranged to expedite the shipment of replacement body armor for the personnel affected.

2. Ensure all weapons are inspected and entered into OTS in a timely fashion.

Necessary action has been initiated to complete this action item and to fulfill compliance with HPM 70.8 by the Area's Weapons Officer Peter Gonzalez, #17248, by the end of July 2008.

3. Ensure that all uniformed employees complete departmental weapons training as required by HPM 70.8.

Necessary steps and action has been initiated to complete this action item and to fulfill compliance with HPM 70.8 by the Area's Weapons Officer Richard Barry, #15777, by the end of July 2008.

*Safety, Service, and Security*

Northern Division  
Page 2  
July 18, 2008

4. Ensure that training is entered into OTS as training is conducted.

This action item was completed on July 8, 2008, and being maintained current by Officer Brandy Aguiniga, #16990,

  
S. HABLITZEL, #9211  
Sergeant

Attachment

## Memorandum

Date: December 19, 2008

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Redding Area

File No.: 135.10192.13312.chapter17corrections

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES*  
*MANAGEMENT GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION*  
*CORRECTIONS*

The Redding Area has completed the corrections related to Northern Division's HPG 22.1, *Area Resources Management Guide, Chapter 17, Officer Safety Inspection*, conducted on November 17, 2008. The Area has adopted procedures and practices to prevent recurrence of discrepancies in the future. If you should have any questions, please contact Lieutenant Todd Garr or myself at (530) 242-3200.



J. GODNICK, Captain  
Commander



## Memorandum

Date: November 25, 2008

To: Redding Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.11292.17093.135

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION*

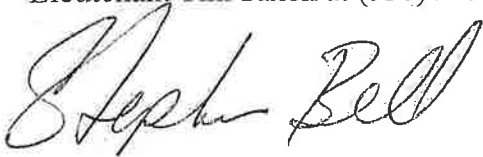
Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Shawn Villano, Northern Division Training Officer, on November 19, 2008.

The inspection revealed deficiencies that require correction. These deficiencies are identified as

~~Action Items.~~ The action items should be corrected no later than December 29, 2008. Upon

completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or

Lieutenant Tim Saxon at (530) 225-2715.



S. B. BELL  
Assistant Chief

Attachments

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area Redding	Division Northern	Number 135
Evaluated By : Ofc. Villano		Date 11/19/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Informal		Suspense Date 12-29-08	
Follow-up Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Correction Report by _____	
		Commander's Review	Date
<b>1. COMMAND INVOLVEMENT</b>		Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Does the commander stress importance of proper enforcement tactics, including use of force? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Does the safety record of the command reflect awareness of proper tactics? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Do the captain and lieutenants maintain minimum level of enforcement skills? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(a) Do they attend officer safety training sessions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(b) If they are not involved in officer safety, what are the reasons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>2. TRAINING AND CERTIFICATION</b>		Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/> Corrected <input type="checkbox"/>
a. Do training records indicate formal training has been received and certified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:			
(a) Searching techniques? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(b) Handcuffing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

AREA MANAGEMENT EVALUATION  
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(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given?		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

(1) Are any written agreements on file?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<b>8. FORCIBLE STOPS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>9. ROADBLOCKS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Have the officers received instructions on establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Have interagency training sessions been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>10. RADIO FAMILIARIZATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**11. COMMENTS** Section 6b (1) (a) (b) (c) were not actually observed during this inspection. See attached narrative for action items.

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**REDDING AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**NOVEMBER 25, 2008**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Richins and Sergeant Garcia, it was determined that Redding Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Sergeant Garcia is the Area's Training Sergeant and is responsible for overseeing the Area's training program. He and Officer Richins are responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. All CHP 311 inspections were current. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required. It does appear that the training has been conducted, but not entered into ETRS properly.

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**3. SAFETY EQUIPMENT**

The officer and sergeant who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

#### 4. FIREARMS

It was determined that the inspections for the departmental weapons were not current in ETRS. Area provided documentation to support that the weapons had actually been inspected. Officer Richins was shown the proper way to input weapons inspections into ETRS. An inventory of ammunition was conducted and revealed the Redding Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8., *Firearms Manual*.

#### 5. PHYSICAL METHODS OF ARREST

Officer Richins, #13630, and Sergeant Garcia #10268, were critiqued regarding PMA and side-handle baton techniques. Each officer performed all the tasks on the CHP 199, *Officer Safety Certification*.

#### 6. SUMMARY

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**REDDING AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**NOVEMBER 25, 2008**  
**PAGE THREE**

**ACTION ITEMS**

By addressing the following action items, the Redding Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that training and range shoots are entered into ETRS as they are conducted.
2. Ensure that weapons inspections are entered into ETRS as they are conducted.

These **ACTION ITEMS** should be completed by December 29, 2008. A memorandum should be completed by the Area and forwarded to Northern Division certifying that these items have been corrected.

  
SHAWN VILLANO, Officer

Northern Division Training Coordinator

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: December 10, 2008

To: Northern Division


From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Susanville Area

File No.: 140.10147.13909

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES  
MANAGEMENT GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION,  
ACTION ITEM

The Susanville Area has corrected the Action Item as noted during the Chapter 17 inspection conducted on November 26, 2008.

All weapons inspections, range shoots, and quarterly training have been entered into the Employee Training Record System (ETRS) properly. The Area has implemented a revised process to ensure that this omission does not re-occur.

  
W. E. LIBAND, Lieutenant  
Commander

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: December 1, 2008

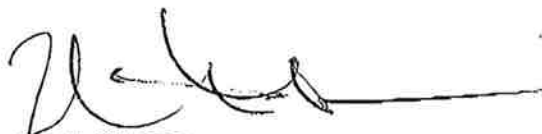
To: Susanville Area. ✓

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.10044.17093.170

Subject: **HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT  
GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION**

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Shawn Villano, Northern Division Training Officer, on November 26, 2008. The inspection revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The action items should be corrected no later than January 5, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



D. K. HAHN  
Assistant Chief

Attachments

*Safety, Service, and Security*

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
**OFFICER SAFETY**

Area  
 Susanville

Division  
 Northern

Number  
 140

Evaluated By Ofc. Villano

Date 11/26/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 01/05/09

Follow-up Required

☒ Correction Report

☒ Yes

☐ No

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☒ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☒

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☐ Yes ☒ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given?		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

Chapter 17

## OFFICER SAFETY

d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. FORCIBLE STOPS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. ROADBLOCKS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>10. RADIO FAMILIARIZATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**11. COMMENTS**

Section #6 (Enforcement Tactics): No enforcement stops were actually observed. The Training Sgt. confirms that all stops are conducted within policy as noted on Sgt. ride-a-longs.

**SUSANVILLE AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
NOVEMBER 26, 2008  
PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Bunyard, it was determined that Susanville Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer Bunyard is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. All CHP 311 inspections were current. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required. Officer Bunyard was able to show that the training had actually been completed, but just was not entered into ETRS properly.

**3. SAFETY EQUIPMENT**

The two officers who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*. It was determined that all officers possess current body armor.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

**SUSANVILLE AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
NOVEMBER 26, 2008  
PAGE TWO**

**4. FIREARMS**

A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were not current and had not been entered into ETRS. Officer Bunyard was able to show that the weapons inspections were being done, but just was not entered into ETRS properly. An inventory of ammunition was conducted and revealed the Susanville Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8., *Firearms Manual*.

**5. PHYSICAL METHODS OF ARREST**

Officers Bunyard, #15131, and Pecore #14568, were critiqued regarding PMA and side-handle baton techniques. Each officer performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.



**SUSANVILLE AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
NOVEMBER 26, 2008  
PAGE THREE**

**ACTION ITEMS**

By addressing the following action items, the Susanville Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all weapons inspections, range shoots and quarterly training is entered into ETRS properly.

The **ACTION ITEMS** should be completed by January 5, 2009. A memorandum shall be completed by the Area and forwarded to Northern Division certifying that the items have been corrected.

  
SHAWN VILLANO, Officer  
Northern Division Training Officer

**M e m o r a n d u m**

file  
N.D.  
9-10-09

Date: September 9, 2009

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Redding Area

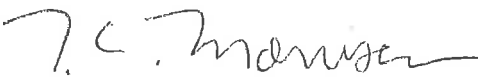
File No.: 135.11279.10268.Chapter17response

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES*  
*MANAGEMENT GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION*

On July 26, 2009, Northern Division Training Coordinator, Officer Ryan Ham, conducted a Chapter 17 inspection of the Redding Area's training program and records. During the inspection, Officer Ham noted one area of concern. Accordingly, Northern Division requested a response to the one action item. The action item and correction are as follows:

1. Ensure that all CHP 311 inspections are completed and entered into the ETRS program. The two deficient CHP 311 inspections that were found have been updated and the new dates have been entered into the ETRS program.

Redding Area is committed to officer safety and will continue to provide quality training to its officers. Should you have any questions or concerns, please feel free to contact me at (530) 242-3200.

  
T. A. MORRISON, Lieutenant  
Acting Commander

**M e m o r a n d u m**

Date: September 01, 2009

To: Redding Area ✓

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.11292.17197.135

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION*

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on July 26, 2009. The inspection revealed one deficiency that requires correction. This deficiency is identified as an **Action Item**. The action item should be corrected no later than October 01, 2009. Upon

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completion, Area is requested to prepare a memorandum to Northern Division certifying that the action item was corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



S. B. BELL  
Assistant Chief

Attachments

*Safety, Service, and Security*

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
Chapter 17  
OFFICER SAFETY

Area  
Redding

Division  
Northern

Number  
135

Evaluated By Ofc. Ham

Date 7/26/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 10/01/09

Follow-up Required

☒ Yes

☐ No

☒ Correction Report

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☒ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION  
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(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

Chapter 17

OFFICER SAFETY

4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



AREA MANAGEMENT EVALUATION  
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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

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### OFFICER SAFETY

d. Are all persons subjected to physical arrest searched for offensive weapons? ☒ Yes ☐ No

(1) Has the local jail's experience with CHP arrests been reviewed? ☒ Yes ☐ No

(2) Has a demonstration of preliminary frisks and searches been observed? ☒ Yes ☐ No

(3) Do all officers know policy for searches of the opposite sex? ☒ Yes ☐ No

#### 6. ENFORCEMENT TACTICS

Evaluated

☒

Action Required

☐

Corrected

☐

a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop? ☒ Yes ☐ No

b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals? ☒ Yes ☐ No

(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented? ☐ Yes ☐ No

(a) Is the violator stop effectively made? ☐ Yes ☐ No

(b) Is the violator completely controlled? ☐ Yes ☐ No

(c) Is the prisoner properly prepared for transportation? ☐ Yes ☐ No

c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations? ☒ Yes ☐ No

(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction? ☒ Yes ☐ No

(2) Are officers aware of the need to maintain fire discipline at all times? ☒ Yes ☐ No

(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid? ☒ Yes ☐ No

(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents? ☒ Yes ☐ No

#### 7. PURSUITS

Evaluated

☒

Action Required

☐

Corrected

☐

a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits? ☒ Yes ☐ No

(1) Number of units? ☒ Yes ☐ No

(2) When to discontinue? ☒ Yes ☐ No

(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy? ☒ Yes ☐ No

(a) Where noncompliance is indicated, were corrective actions taken? ☒ Yes ☐ No

b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits? ☒ Yes ☐ No

## Chapter 17

### OFFICER SAFETY

(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command? ☒ Yes ☐ No

(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted? ☐ Yes ☐ No

(3) Have interagency training sessions been conducted? ☐ Yes ☒ No

c. Can officers efficiently operate all emergency equipment from the radio head? ☒ Yes ☐ No

**11. COMMENTS** Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.


**REDDING AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**JULY 26, 2009**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Barone, it was determined that the Redding Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains one recommendation to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer Barone is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for ensuring that all of the training is entered into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. ETRS revealed that there were two deficient CHP 311 inspections. It was determined that all quarterly training and monthly range shoots were being conducted and entered into ETRS as required.



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**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

**REDDING AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**JULY 26, 2009**  
**PAGE TWO**

**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Redding Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

**5. PHYSICAL METHODS OF ARREST**

Officer Roach, #18007, and Officer Barone, #15133, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

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Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**REDDING AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**JULY 26, 2009**  
**PAGE THREE**

**ACTION ITEM**

By addressing the following action item, the Redding Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all CHP 311 inspections are completed and entered into ETRS.

The **ACTION ITEM** should be completed by October 01, 2009. A memorandum shall be completed by the Area and forwarded to Northern Division certifying that the item has been corrected.

A handwritten signature in black ink, appearing to read "Ryan Ham", is written over a horizontal line.

---

RYAN HAM, Officer  
Northern Division Training Officer

**M e m o r a n d u m**

Date: January 8, 2009

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Cottonwood Inspection Facility

File No.: 131.12435.11279.Chap17def

Subject: CHAPTER 17 INSPECTION DEFICIENCY CORRECTIONS

I have received the memorandum, dated December 22, 2008, identifying deficiencies found during the December 11, 2008, Chapter 17, *Officer Safety Inspection*, conducted at the Cottonwood Inspection Facility (CIF). CIF has addressed the following action items:

1. Ensure that all training is entered into ETRS – CIF has updated our ETRS records to include all training.
2. Ensure that all weapons inspections are done and entered into ETRS in a timely fashion – CIF has completed all required weapons inspections and has updated our ETRS records to include these inspections.

Policy regarding the timely update of ETRS records has been reviewed with all involved employees. CIF will ensure these records are adequately maintained in the future.

Please contact me or Sergeant Vince Zambrana at (530) 347-1813, if you have any questions or require additional information.



T. A. MORRISON, Lieutenant  
Commander

**M e m o r a n d u m**

Date: December 22, 2008

To: Cottonwood Inspection Facility

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.13322.17197.131

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION*

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on December 11, 2008. The inspection revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The action items should be corrected no later than January 22, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



FRANK H. PARRISH, JR., Captain  
Special Services Commander

Attachments

*Safety, Service, and Security*



**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area  
Cottonwood I.F.

Division  
Northern

Number  
131

Evaluated By Ofc. Ham

Date 12/11/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 01/22/09

Follow-up Required

☒ Correction Report

☒ Yes

☐ No

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☐ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☒

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☐ Yes ☒ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is		
a dequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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OFFICER SAFETY

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION

## Chapter 17

### OFFICER SAFETY

[illegible]



**COTTONWOOD I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 11, 2008**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Oster, it was determined that Cottonwood I.F. has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer Oster is the Area's Training Officer and is responsible for overseeing the Area's training program. She is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. All CHP 311 inspections were current. It was determined that not all quarterly training and monthly range shoots had been entered into ETRS as required. Officer Oster provided documentation that quarterly training and policy review had actually been done just not entered into ETRS properly.

**3. SAFETY EQUIPMENT**

The two officers who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

**COTTONWOOD I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 11, 2008**  
**PAGE TWO**

**4. FIREARMS**

Area weapons are not being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were not current and had not been entered into ETRS. An inventory of ammunition was conducted and revealed the Cottonwood I.F. records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

**5. PHYSICAL METHODS OF ARREST**

Officers Gamble, #15099, and Kostielney, #14457, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

**COTTONWOOD I.F.**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**DECEMBER 11, 2008**  
**PAGE THREE**

**ACTION ITEMS**

By addressing the following action items, Cottonwood Inspection Facility will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all training is entered into ETRS.
2. Ensure that all weapons inspections are done and entered into ETRS in a timely fashion.

The **ACTION ITEMS** should be completed by January 22, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the Action Items listed above have been corrected.

A handwritten signature in black ink, appearing to read "Ryan Ham", with a stylized, cursive script.

RYAN HAM, Officer  
Northern Division Training Officer

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: July 1, 2009

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Crescent City Area

File No.: 120.10689.11785

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES  
MANAGEMENT GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION,  
CORRECTIVE ACTION TAKEN

On June 3, 2009, California Highway Patrol, Northern Division personnel, conducted the Highway Patrol Guide (HPG) 22.1, *Area Resources Management Guide*, Chapter 17, Officer Safety Inspection. The inspection revealed deficiencies in the CHP 311's and uniformed personnel working with expired soft body armor.

Sergeant D. Gray, ID 11785, and Officer L. Depee, ID 15820, ensured Area personnel completed the CHP 311's. Officer Depee then updated the Electronic Training Record System (ETRS) with the correct information. There are a total of four employees that were unavailable to complete the CHP 311's due to extended vacations and 4800.5 time. The CHP 311's will be completed by all Area personnel upon their return to work.

Sergeant Gray checked the nine uniformed personnel with expired soft body armor and determined that only two uniformed personnel actually had expired soft body armor. Officer Depee updated the ETRS with the correct soft body armor information. Sergeant Gray has completed CHP form 41's, CHP form 266A's, and completed a memorandum addressed to CHP Northern Division, requesting new soft body armor be purchased for the two uniformed personnel.

  
J. LAPTHORNE, Lieutenant  
Commander*Safety, Service, and Security*

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: June 08, 2009

To: Crescent City Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.11292.17197.120

Subject: **HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT**  
**GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION**

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on June 03, 2009. The inspection revealed deficiencies that require correction. These deficiencies are identified as **Action Items**. The action items should be corrected no later than July 08, 2009. Upon completion, Area is requested to prepare a memorandum to Northern Division certifying that the action items were corrected. Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

S. B. BELL  
Assistant Chief

Attachments

***Safety, Service, and Security***

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
**OFFICER SAFETY**

Area  
Crescent City

Division  
Northern

Number  
120

Evaluated By Ofc. Ham

Date 6/3/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 07/08/09

Follow-up Required

☒ Yes

☐ No

☒ Correction Report

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☒ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION****Chapter 17****OFFICER SAFETY**

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is adequate and meets departmental requirements.	
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION**  
**Chapter 17**  
**OFFICER SAFETY**

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**AREA MANAGEMENT EVALUATION**  
**Chapter 17**  
**OFFICER SAFETY**

<b>4. FIREARMS</b>	<b>Evaluated</b> <input checked="" type="checkbox"/>	<b>Action Required</b> <input type="checkbox"/>	<b>Corrected</b> <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?

☒ Yes ☐ No

(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?

☒ Yes ☐ No

(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?

☒ Yes ☐ No

i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?

☐ Yes ☐ No

(1) If RP handles ammunition, are proper accountability procedures in place?

☐ Yes ☐ No

j. Are required inspections conducted in conjunction with the annual 118?

☒ Yes ☐ No

(1) Is a second inspection of the primary firearm conducted every six months?

☒ Yes ☐ No

## 5. PHYSICAL METHODS OF ARREST

Evaluated

☒

Action Required

☐

Corrected

☐

a. Do officers practice weaponless defense?

☒ Yes ☐ No

(1) Are officers familiar with the opponent's five weakest points?

☒ Yes ☐ No

(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?

☒ Yes ☐ No

b. Were demonstrations of the following control techniques by officers observed:

(1) Control holds?

☒ Yes ☐ No

(2) Punches?

☒ Yes ☐ No

(3) Strikes?

☒ Yes ☐ No

(4) Blocks?

☒ Yes ☐ No

(5) Defensive kicks?

☒ Yes ☐ No

(6) Defenses against grabs?

☒ Yes ☐ No

(7) Defenses against weapons?

☒ Yes ☐ No

(8) Ground defense and takedowns?

☒ Yes ☐ No

(9) Placing and removing suspects into and from vehicles?

☒ Yes ☐ No

(10) Carotid hold? **Note: The use of the Carotid hold is currently suspended.**

☐ Yes ☐ No

(a) Are officers following guidelines for the carotid hold as listed in policy?

☐ Yes ☐ No

(b) Has use of excessive force awareness training been conducted?

☒ Yes ☐ No

c. Were observations of practical handcuffing techniques made?

☒ Yes ☐ No

(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?

☒ Yes ☐ No

(2) Are all uniformed personnel knowledgeable of policy on handcuffing?

☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION**  
**Chapter 17**  
**OFFICER SAFETY**

d. Are all persons subjected to physical arrest searched for offensive weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION**  
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(1) Are any written agreements on file?

☒ Yes ☐ No

(2) Is Division involved in the planning process?

☒ Yes ☐ No

(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?

☒ Yes ☐ No

**8. FORCIBLE STOPS**

Evaluated

☒

Action Required

☐

Corrected

☐

a. Are Area personnel knowledgeable regarding the policy on forcible stops?

☒ Yes ☐ No

(1) Does the Area follow departmental policy?

☒ Yes ☐ No

(2) Have forcible stop reports been reviewed for compliance with policy?

☒ Yes ☐ No

(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?

☐ Yes ☐ No

**9. ROADBLOCKS**

Evaluated

☒

Action Required

☐

Corrected

☐

a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?

☒ Yes ☐ No

(1) Are strategic points and personnel assignments outlined?

☒ Yes ☐ No

(2) Have the officers received instructions on establishing roadblocks?

☒ Yes ☐ No

(3) Have interagency training sessions been conducted?

☐ Yes ☒ No

**10. RADIO FAMILIARIZATION**

Evaluated

☒

Action Required

☐

Corrected

☐

a. Are officers familiar with all aspects of the radio control head?

☒ Yes ☐ No

b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?

☒ Yes ☐ No

c. Can officers efficiently operate all emergency equipment from the radio head?

☒ Yes ☐ No

**11. COMMENTS** Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.

Section 4 i (1) does not apply. Crescent City Area does not have a resident post.

**CRESCENT CITY AREA**  
**CHAPTER 17, OFFICER SAFETY INSPECTION**  
**JUNE 03, 2009**  
**PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer Depee, it was determined that the Crescent City Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains a few recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer Depee is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. ETRS revealed that there were twenty-three deficient CHP 311 inspections. It was determined that all quarterly training and monthly range shoots were being conducted and entered into ETRS as required.

**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*. According to ETRS, nine uniformed personnel possess expired body armor.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

**CRESCENT CITY AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
JUNE 03, 2009  
PAGE TWO**

**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Crescent City Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8, *Firearms Manual*.

**5. PHYSICAL METHODS OF ARREST**

Officer Brown, #12907, and Officer Lambert, #14945, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

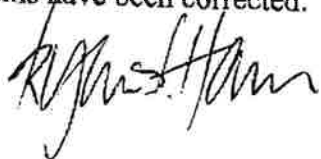
**CRESCENT CITY AREA  
CHAPTER 17, OFFICER SAFETY INSPECTION  
JUNE 03, 2009  
PAGE THREE**

**ACTION ITEMS**

By addressing the following action items, the Crescent City Area will meet the guidelines of this Chapter 17 Inspection:

1. Ensure that all CHP 311 inspections are completed and entered into ETRS.
2. Ensure uniformed personnel with expired body armor receive replacement body armor as soon as possible.

The **ACTION ITEMS** should be completed by July 08, 2009. A memorandum shall be completed by the Area and forwarded to Northern Division certifying that the items have been corrected.



RYAN HAM, Officer  
Northern Division Training Officer



State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date: September 15, 2009

To: Susanville Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.10044.17197.140

Subject: **HIGHWAY PATROL GUIDE (HPG) 22.1, AREA RESOURCES MANAGEMENT GUIDE, CHAPTER 17, OFFICER SAFETY INSPECTION**

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on September 4, 2009. The inspection identified no deficiencies requiring correction. It should be noted that the Susanville Area was extremely well organized and prepared for this inspection. Officer Jeff Schwagerl should be commended for his commitment to the departmental training program, and his efforts are recognized and appreciated. I commend the Susanville Area for a job well done! Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.



D. K. HAHN  
Assistant Chief

Attachments

*Safety, Service, and Security*

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area  
 Susanville

Division  
 Northern

Number  
 140

Evaluated By Ofc. Ham

Date 9/4/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be Initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal

☐ Informal

Suspense Date 10/15/09

Follow-up Required

☐ Yes

☒ No

☐ Correction Report

by \_\_\_\_\_

Commander's Review

Date

**1. COMMAND INVOLVEMENT**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers?

☒ Yes ☐ No

(1) Does the commander stress importance of proper enforcement tactics, including use of force?

☒ Yes ☐ No

(2) Does the safety record of the command reflect awareness of proper tactics?

☒ Yes ☐ No

(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety?

☒ Yes ☐ No

b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment?

☒ Yes ☐ No

(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants?

☒ Yes ☐ No

(2) Do the captain and lieutenants maintain minimum level of enforcement skills?

☒ Yes ☐ No

(a) Do they attend officer safety training sessions?

☒ Yes ☐ No

(b) If they are not involved in officer safety, what are the reasons?

☒ Yes ☐ No

**2. TRAINING AND CERTIFICATION**

Evaluated

☒

Action

Required ☐

Corrected

☐

a. Do training records indicate formal training has been received and certified?

☒ Yes ☐ No

(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:

(a) Searching techniques?

☒ Yes ☐ No

(b) Handcuffing?

☒ Yes ☐ No

## AREA MANAGEMENT EVALUATION

Chapter 17  
OFFICER SAFETY

(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
Chapter 17  
OFFICER SAFETY

3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the majority of uniformed personnel routinely wear body armor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) If so, did the involved officer receive a complete physical examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AREA MANAGEMENT EVALUATION  
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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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OFFICER SAFETY

(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## AREA MANAGEMENT EVALUATION

## Chapter 17

## OFFICER SAFETY

d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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(1) Are any written agreements on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is Division Involved in the planning process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have and use a pursuit training guide tailored to the specific needs of the command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. FORCIBLE STOPS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
Corrected <input type="checkbox"/>		
a. Are Area personnel knowledgeable regarding the policy on forcible stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the Area follow departmental policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have forcible stop reports been reviewed for compliance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If forcible stop policy has not been complied with, has corrective action been taken or training conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. ROADBLOCKS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
Corrected <input type="checkbox"/>		
a. Has the Area worked with allied agencies to develop plans for establishing roadblocks and deployment of the hollow spike strip?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are strategic points and personnel assignments outlined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have the officers received instructions on establishing roadblocks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have interagency training sessions been conducted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>10. RADIO FAMILIARIZATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
Corrected <input type="checkbox"/>		
a. Are officers familiar with all aspects of the radio control head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Can officers demonstrate how to change the radio from their home Area to another Area/Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Can officers efficiently operate all emergency equipment from the radio head?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. COMMENTS</b> Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.		

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SEPTEMBER 04, 2009  
PAGE ONE**

**1. COMMAND INVOLVEMENT**

Through a discussion with Officer J. Schwagerl, it was determined that the Susanville Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains no recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Officer J. Schwagerl is the Area's Training Officer and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. It was determined that all quarterly training had been entered into ETRS as required. The Area's training records were found to be very well organized and the inspection revealed no discrepancies. Officer J. Schwagerl should be commended for his efforts in monitoring the program and maintaining the records in a well organized manner.

**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

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**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Susanville Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

**5. PHYSICAL METHODS OF ARREST**

Officer Hester, #16622, and Officer Glucklich, #16322, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

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**ACTION ITEMS**

There are no required action items for this Chapter 17 Inspection. It was apparent that Officer J. Schwagerl takes pride in maintaining all Area records in a well organized manner and ensures that all training is provided and documented in a timely fashion.

A handwritten signature in black ink, appearing to read "Ryan Ham", is written over the printed name.

**RYAN HAM, Officer  
Northern Division Training Officer**

**M e m o r a n d u m**

Date: September 15, 2009

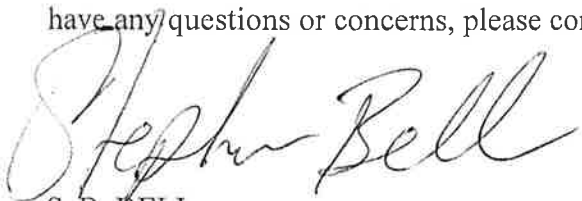
To: Humboldt Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Northern Division

File No.: 101.11292.17197.125

Subject: HIGHWAY PATROL GUIDE (HPG) 22.1, *AREA RESOURCES MANAGEMENT GUIDE*, CHAPTER 17, *OFFICER SAFETY INSPECTION**Excellent Job! Dale*

Attached you will find a copy of the HPG 22.1, Chapter 17, *Officer Safety Inspection*, report prepared by Officer Ryan Ham, Northern Division Training Officer, on September 2, 2009. The inspection identified no deficiencies requiring correction. It should be noted that the Humboldt Area was extremely well organized and prepared for this inspection. Sergeant Daniel Kyle should be commended for his commitment to the departmental training program, and his efforts are recognized and appreciated. I commend the Humboldt Area for a job well done! Should you have any questions or concerns, please contact me or Lieutenant Tim Saxon at (530) 225-2715.

S. B. BELL  
Assistant Chief

Attachments

**Department of California Highway Patrol**  
**AREA MANAGEMENT EVALUATION**  
 Chapter 17  
 OFFICER SAFETY

Area Humboldt	Division Northern	Number 125
Evaluated By Ofc. Ham		Date 9/2/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Informal		Suspense Date 10/15/09	
Follow-up Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report by _____	Commander's Review _____ Date _____	
<b>1. COMMAND INVOLVEMENT</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Does the command emphasize importance of proper enforcement tactics to achieve the lowest possible incidence of injuries incurred by officers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Does the commander stress importance of proper enforcement tactics, including use of force? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Does the safety record of the command reflect awareness of proper tactics? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(3) Do the officers' CHP 100 forms and CHP 118s, Performance Appraisals, contain comments on officer safety? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
b. Are the commander and lieutenants knowledgeable of enforcement tactics, physical methods of arrest, use of force and the correct use of safety equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is this knowledge applied properly in critiques of incidents involving officers and sergeants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Do the captain and lieutenants maintain minimum level of enforcement skills? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(a) Do they attend officer safety training sessions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(b) If they are not involved in officer safety, what are the reasons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>2. TRAINING AND CERTIFICATION</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Do training records indicate formal training has been received and certified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Do records reflect annual certification of traffic officers and sergeants for proficiency in enforcement tactics, physical methods of arrest, and the proper use of safety equipment (use of force)? Have certifications been recorded for:			
(a) Searching techniques? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(b) Handcuffing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

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(c) Use of safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Suspect control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) High risk and felony stops?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Hostage control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Prisoner transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Radio control head operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the command dedicating enough time toward training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do training records show current certifications for officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is follow-up established to ensure timely recertification of all officers and sergeants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do Area supervisors review 121s, 121As, pursuit investigations, personnel complaints, and employ general observations to determine if proper enforcement tactics are being used in the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are well-handled incidents recorded for future training purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are use of force situations closely reviewed to ascertain if all uniformed personnel understand when, and what level of force, is justified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does an examination of 100 forms, 118s and citizen complaints indicate a thorough review is being made?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do Area supervisors notify those officers who are not proficient and ensure refresher training is made available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is refresher training required prior to certification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the number of training hours necessary to accomplish certification indicated on the CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is any pattern of training weakness apparent?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Have necessary remedial steps been taken to assure thorough and continuous proficiency in all categories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the command have an adequate number of instructors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is instructor proficiency maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has an individual been given responsibility for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does that individual ensure the quality and proficiency is maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there adequate and properly maintained facilities and equipment available for officer safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) What is the quality and quantity of the training being given? The training provided is adequate and meets departmental requirements.		
(5) Have the supervisor and his/her alternate received proper training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION  
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3. SAFETY EQUIPMENT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Is Oleoresin Capsicum (OC) spray (pepper spray) carried by all uniformed personnel, captain and below, while on-duty, in uniform?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is OC spray used when the need is indicated? Are notations made on booking sheets when OC spray is utilized to subdue a subject?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When an officer is assaulted and an injury occurs, are the supervisors noting the use/nonuse of OC spray on the CHP 121?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are individuals who are exposed to OC spray decontaminated by flushing the affected area with clear water within 30 minutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area patrol cars carry at least two 500 mil. bottles of saline solution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are officers/sergeants familiar with the decontamination and first-aid procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are officers/sergeants familiar with the function of their duty holsters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Can officers/sergeants draw and fire their weapon, reholster and without looking at the holster, fasten the safety strap with one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers and sergeants draw, cycle and reholster their weapons within one and a half seconds, using one hand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there personal confirmation by the testing officer that all weapons are unloaded prior to holster-related exercises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are officers/sergeants proficient in reloading their weapons from a standing and sitting position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Do officers/sergeants routinely practice with their batons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers/sergeants carry their batons on all enforcement stops?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Can officers/sergeants successfully demonstrate approved baton techniques?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the majority of uniformed personnel routinely wear body armor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have active steps been taken to encourage nonusers to take advantage of the protection afforded by soft body armor? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were required reports submitted to Supply Services Unit, as per policy, for any incidents where body armor was struck by a bullet or other penetrating type instrument? N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, did the involved officer receive a complete physical examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are holsters, ammunition, magazines, magazine pouches, handcuffs, handcuff case and OC spray projectors inspected in conjunction with the annual performance appraisal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do CHP 311 forms indicate compliance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were deficiencies corrected within 30 days of the inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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4. FIREARMS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Quarterly review of policy on discharge of firearms complied with?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do officers thoroughly understand the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do incidents involving firearms show proper understanding of the policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are shoots conducted as required by policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have steps been taken to correct training deficiencies?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are weapons training and maintenance records readily available? Current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Do training records show qualification with all authorized weapons, ammunition types, day/night shoots, etc.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the Area have a weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the officer completed training for weapons training officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer supervise all shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the officer well-organized in his/her training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is there a designated alternate to the weapons training officer?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has that officer received Academy training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Are range facilities adequate for revolver, pistol, rifle, shotgun and night shoots?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, has alternate training been established and plans developed to obtain adequate facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do plans follow instructions for range contract renegotiations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have future range needs been considered?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is an effective inventory process for shotguns, rifles and ammunition in place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Have shotguns been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all shotguns accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are shotguns fired annually to ensure operable condition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have tactical rifles been inventoried as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are all tactical rifles accounted for?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is maintenance/cleaning done as required?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is ammunition only issued at the range?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there adequate storage when the weapons are not being carried by on-duty officers?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) Is there an effective method for daily assignment and control?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(3) Is there a procedure in place to periodically audit ammunition? Are the following steps in the audit process taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Beginning inventory determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the total amount of ammunition ordered by requisition as well as returned (unused) ammunition been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Has the total rounds issued per ammunition records been determined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Has a physical inventory of ammunition been taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Has the physical count been compared to the balance on hand according to the inventory record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Have rounds issued per training records been compared to rounds fired per shooting rosters?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Has the mathematical accuracy of the inventory records been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(h) When ammunition orders are received, is the merchandise inspected, quantities checked against the packing/shipping documents, exceptions noted and receipt acknowledged immediately upon delivery?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is policy adhered to requiring firearms not be drawn, loaded, unloaded or dry fired except in the clearing tube?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does location of the clearing tube(s) provide safety to personnel in or about the office in the event of an accidental discharge?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are weapons training records maintained as required per policy? Has record reliability been determined by testing the accuracy of the recorded information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do the dates recorded on the various records correspond to the actual date training was conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do training dates correspond to the activity information on the employee's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do training dates closely correspond to the dates ammunition was issued for training (per inventory records)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Was ammunition issued for training (per inventory records) compared with the actual amount expended (per the shooting roster)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Once done, was the disposition of any unused ammunition verified for those training days tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are records kept undated as training takes place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is training recorded on the employee's CHP 270?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is required information recorded in accordance with established guidelines and instructions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is a roster maintained for each shoot which includes all pertinent information (type of shoot, scores, date, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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h. Procedure in place which ensures person processing the ammunition requisition is not involved with the receiving and recording of ammunition inventory?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a similar procedure in place which ensures the person recording weapons training information is not involved with handling and recording ammunition?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is access to the ammunition storage and inventory records limited to the ammunition officer and supervisor or back-up employee?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. If Area has a resident post (RP), what procedures are used to ensure weapons training of RP officers?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If RP handles ammunition, are proper accountability procedures in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are required inspections conducted in conjunction with the annual 118?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a second inspection of the primary firearm conducted every six months?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. PHYSICAL METHODS OF ARREST</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>		
a. Do officers practice weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers familiar with the opponent's five weakest points?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have officers with previous assault injuries thoroughly familiarized themselves with weaponless defense?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Were demonstrations of the following control techniques by officers observed:					
(1) Control holds?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Punches?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Strikes?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Blocks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Defensive kicks?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Defenses against grabs?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Defenses against weapons?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Ground defense and takedowns?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Placing and removing suspects into and from vehicles?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Carotid hold? <b>Note: The use of the Carotid hold is currently suspended.</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers following guidelines for the carotid hold as listed in policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has use of excessive force awareness training been conducted?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were observations of practical handcuffing techniques made?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Can officers successfully apply handcuffs to a suspect who is standing, kneeling, prone or uncooperative?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are all uniformed personnel knowledgeable of policy on handcuffing?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Are all persons subjected to physical arrest searched for offensive weapons?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the local jail's experience with CHP arrests been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a demonstration of preliminary frisks and searches been observed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all officers know policy for searches of the opposite sex?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. ENFORCEMENT TACTICS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Do sergeants and officers have knowledge of proper procedures which should be followed during each of the five levels of an enforcement stop?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Do officers have a constant awareness of their personal safety during enforcement stops and when apprehending suspected or known criminals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Were demonstrations of an enforcement stop observed which show the officers' ability to safely control the situation at all times regardless of the level of hazard presented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the violator stop effectively made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the violator completely controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the prisoner properly prepared for transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there evidence of preplanning and coordination with allied agencies to prepare beat officers for hostage situations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do officers understand their role is limited to containment of the incident until relieved by the authority having jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are officers aware of the need to maintain fire discipline at all times?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are officers knowledgeable of their responsibility to detain potential witnesses, control ingress and egress to the scene, evacuate the area if required and render necessary medical aid?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Were various officers and supervisors questioned to determine their knowledge of the CHP role in hostage incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. PURSUITS</b>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. Are all uniformed personnel well-versed in policy regarding the conduct of pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Number of units?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When to discontinue?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Were pursuit critiques checked to determine if the pursuits comply with enforcement guidelines listed in policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Where noncompliance is indicated, were corrective actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have written guidelines or plans to ensure proper coordination with allied agencies during pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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11. **COMMENTS** Section 6 b (1) a, b, and c are observed on sergeant ride-a-longs. This section was not actually observed during this inspection.

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**1. COMMAND INVOLVEMENT**

Through a discussion with Sergeant Kyle, it was determined that the Humboldt Area has a genuine interest toward the Officer Safety and Weapons Training programs. This inspection contains no recommendations to enhance the quality of these programs.

**2. TRAINING AND CERTIFICATIONS**

Sergeant Kyle is the Area's Training Sergeant and is responsible for overseeing the Area's training program. He is responsible for entering all of the training into the Employee Training Records System (ETRS). Area CHP 270, *Service Record*, records were reviewed in ETRS. It was determined that all quarterly training had been entered into ETRS as required. The Area's training records were found to be very well organized and the inspection revealed no discrepancies. Sergeant Kyle should be commended for his efforts in monitoring the program and maintaining the records in a well organized manner.

**3. SAFETY EQUIPMENT**

The two uniformed personnel who performed Physical Methods of Arrest (PMA) techniques were questioned in regard to the use of Oleoresin Capsicum (O.C.) spray. They had a good knowledge of Highway Patrol Manual (HPM) 70.6, *Officer Safety Manual*.

Two Area patrol vehicles were checked and found to be clean and organized. CHP 33, *Driver's Equipment Check*, books were present for both vehicles and contained up-to-date information. Both vehicles contained shotguns and rifles that were well maintained and stored in the vehicle properly. Both vehicles contained the proper amount of current saline within the trunks.

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**4. FIREARMS**

Area weapons are being inspected as required by HPM 70.8, *Firearms Manual*. A review of the weapons inspection records within ETRS was conducted. It was determined that the inspections for the departmental weapons were current and had been entered into ETRS. An inventory of ammunition was conducted and revealed the Humboldt Area's records matched exactly and quarterly audits are being conducted. There is a separation of duties for handling ammunition as required per HPM 70.8.

**5. PHYSICAL METHODS OF ARREST**

Officer Nelson, #14428, and Officer Dammann, #11998, were critiqued regarding PMA and side-handle baton techniques. Each officer satisfactorily performed all the tasks on the CHP 199, *Officer Safety Certification*.

**6. SUMMARY**

Area Management continues to demonstrate a high level of enthusiasm toward the Area Officer Safety and Weapons Training programs and is involved in all aspects of training.

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**ACTION ITEMS**

There are no required action items for this Chapter 17 Inspection. It was apparent that Sergeant Kyle takes pride in maintaining all Area records in a well organized manner and ensures that all training is provided and documented in a timely fashion.

A handwritten signature in dark ink, appearing to read "Ryan Ham", is written over a faint, circular official stamp.

RYAN HAM, Officer  
Northern Division Training Officer